

*AMENDED\** SPECIAL MEETING MINUTES

SENIOR AND DISABLED CENTER ROOF REPLACEMENT PROJECT BUILDING  
COMMITTEE

June 4, 2013

Town Hall Conference Room L100

- I. Call to Order – The meeting was called to order at 5:08 PM.
- II. Roll Call - Members present: Clarke Castelle, Chairperson; Myra Cohen, Dave Nagel, Karen Brecher and Bill Demaio. Others present: Bob Korpak, Director of Facilities Management; and Jeff Baron, Director of Administrative Services.
- III. Public Participation – None.
- IV. Approval of Prior Meeting Minutes – Mrs. Cohen made a motion that the minutes of the May 23, 2013 meeting be approved as presented. A second to the motion was made by Mr. Nagel. The motion passed unanimously.
- V. Discussion of Procedural Matters – Mr. Baron had prepared a number of questions that had been reviewed in advance of the meeting by the Chairperson. The questions were discussed with the Committee. Mr. Baron was directed to ask these questions of each firm. The Committee also chose to discuss the members' impressions after each interview. Mr. Baron will present the prepared questions to all firms but recused himself from all other discussions regarding J Associates Architects. Each firm being interviewed submitted a fee proposal that had been forwarded to all Committee members by e-mail the evening before the interviews.
- VI. Architect Interviews – The Committee interviewed four firms: Jay Victorick, J Associates Architects of Newington; David King and Richard Kirby, Kaestle Boos Associates of New Britain; Mark Welch and Peter Chow, Oak Park Architects of West Hartford; and Bill Silver and Dean Petrucelli, Silver/Petrucelli and Associates of Hamden. Firms made brief presentations and responded to questions.
- VII. Discuss and Take Action on Town Council Recommendation – All four firms were considered knowledgeable and professional. Two of the firms, Kaestle Boos Associates and Silver/Petrucelli + Associates, presented several concepts and ideas regarding the canopy that will be designed for the east entrance. They were considered the top two candidates and the qualifications, merits, and impressions of both were discussed extensively. Mrs. Cohen

made a motion that the Senior and Disabled Center Roof Replacement Project Building Committee recommend to the Newington Town Council that the firm of Kaestle Boos Associates of New Britain be appointed as the project architect, to complete design of the roof replacement and the canopy installation based on their qualifications statement, their interview with the Committee and their fee proposal of \$25,000. A second to the motion was made by Mrs. Brecher. The motion passed unanimously, by a vote of 5 YES to 0 NO.

- VIII. Any Other Business Pertinent to the Committee – Mr. Baron will notify Kaestle Boos Associates upon contract award of the Committee’s preferences regarding the canopy, so they can begin design on this feature prior to the next Project Building Committee meeting. These preferences are for a canopy that covers *both the east entrance to the building and* the side door out of the auditorium, whose width is the length of a handicapped van, with hand rails on *at least* one side, with adequate lighting, and with a snow melt system for the walkway to be bid as an alternate item. The Committee tentatively agreed to meet on July 16<sup>th</sup> at 5:00 PM.
- IX. Public Participation – None.
- X. Response to Public Participation – None.
- XI. Adjournment – the meeting adjourned at 8:55 PM.

Respectfully submitted,

*Jeff Baron*

Jeff Baron  
Director of Administrative Services

*\*Amendments are in italics*